

Subject: BST Agenda  
Date: 4/22/04, 1:30 pm-3:00 pm  
Phone: 1-888-305-8185 Pass code: 2008266 #  
(In Fairbanks Butrovich Room 102)

Note-taker:

**Date            Campus**

~~3-25-04~~      ~~UAA~~  
~~4-08-04~~      ~~UAF~~  
4-22-04        UA  
~~5-06-04~~      ~~UAS~~  
5-20-04        UAS  
6-03-04        UAF  
6-17-04        UA

***Additional items to agenda?***

**Summit Review(s) moved to May 20<sup>th</sup> to include AACRAO updates as well...  
Face to face: when 6.0 is available in Prep...July 26 LRGP—1<sup>st</sup> week in August...includes rural staff...  
UAF's commencement: May 15, 2005—please confirm...Operations FAST test  
Contingency dates for 6.0: Nov. 4, 2004...**

**Scholars request for new code...** Need a new status code for tracking UA scholars coming into the system as part of the class of 2005 and later. Class of 1999-2004 UA Scholars had different terms for their scholarships.

**Update expiration...**

Help button direct to Excel...make a higher priority...can test this in TEST—difficult to use with the Citrix server...may not be available in INB...

Mike, Libby, Crystal, Colleen, Gayle, Brig, Cheryl, Charese, Carolyn, Suzanne, Patty, Mary, Barb, Shelley, Saichi, Patrick, Juli, JJ, Alicia

AACRAO: FERPA – Transcript requests over the web...are ok via the feds...New FERPA Elec Sig rule.

1)      Reports

Course Schedule & Catalog – N/R; UAA finally has staff in place

Registration & Add/Drop – met last week, outlined some stuff for the bookstore; on reg. page and main menu—links for the various bookstores so that students can conduct transactions; minutes from mtg sent to list; telephone reg going away in October—various ways of notifying students. Grade mailer process-shr2grm-what pieces fix what does not.

Academic History – Gayle and Tim and Mary; will pick up in the 3<sup>rd</sup> week of May—after graduation

Admissions – Have not met since the last BST; web app was in (UAF) shut down because of the payment – testing needs to be done again with UAF. UAA can look at the status of what the items are outstanding for their app file (see Patty's message on how to set this for your campus).

EMAS+ - bridge issues testing version 8(dates format change); address from Emas is going to the recruit address; flow process for both E to B and B to E bridges and EMAS business process. Face to face is June 1 & 2.

Fee Payment – N/R

CAPP – N/R

Security – Message to JJ to move in the approved processes from a few weeks ago.

Housing – N/R

Transfer – Met on 4-14, improvements included Mass roll to history; purge process; screen (form) that will ease up on Data entry (sha2tcu)

Financial Aid – I am going to college taking place today; 140 students (6<sup>th</sup> graders)

Clone June 1

BPA/Workflow – Credit Hour Reduction; aggressive August (end) 2004;

MyUA (<http://www.alaska.edu/its/projects/MyUA/>) – 2 programmers hired Martha (from GI) and Karen (from UAF Finance) Training next week

SSN Project Update – 8 characters long for those already in system will start with 3 fill with zeros then pidm. Prep will be down Tues morning April 27<sup>th</sup>, Clone will be down Thursday morning April 29<sup>th</sup>  
Prod dates June 5-6

2) Requests:

3) Known system down time? 5/16 total power outage

**4) JJ/Patrick:** FA upgrade end of this month—requires 5.6 general be included—FA needs to validate this—everyone needs to validate—but FA in charge...

5) Other items? (See other pages)

**From last BST:**

Patty:

We have been in discussion with our Bookstore and we want to explore a couple of items for UAONLINE in having students access the campus bookstore sites:

1. Creating a 'Bookstore' link on the main menu of UAONLINE that goes to a website that includes all the campus bookstores urls for the UA system. The student can click on the campus they need books from and it takes them to that BookStore's webpage
2. Creating a 'Order your books' link in the registration area, so after the student registers, they have the option of linking to the site that will direct them to the correct campus bookstore
3. Begin discussion and work on having their current MBS system link to UAONLINE. Apparently this system already has a crosswalk to the Banner system and we understand that most of the campuses are using the MBS system now. (UAS has the most robust level)

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Other Items:

Patty:

Can we add the topic of pulling together a new work team that will begin reviewing the 'Support Services' component of Banner? UAA has interest from the user community to begin looking at this and Colleen mentioned there is also interest on the UAF campus.

Our Vice-Provost for Student Success (Vera Allen Jones) likes the idea of getting a team together and is hoping to start team meetings as early as mid-May.

Originally for disability and special needs/services...10 people at UAA already interested in being a part of this team...this is the retention effort we need to have as a system...Barb, Colleen, and Saichi & Juli

Both Colleen and I will be collecting names of interested users at each of our campuses and are hoping members from existing BST work teams will be joining.

Anyway, just wanted to put the bug in everyone's ears so they can be thinking about this before we have our next BST Mtg.

Patty

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Colleen

A - Please add the time out period for web LRGP to the next agenda. Currently it is 10 minutes and when I am testing in CAPP I spend much of my time signing back on because the time out period has expired. I recommend that we have it reset to 30 minutes, at least, and longer if that is the group's desire.

UAA agrees with 30 minutes

UAF agrees with 30 minutes

UAS agrees with 30 minutes

PT-some responses are that the timeout periods are dependant on the users role—faculty and staff have longer timeout periods than the casual user and the student user.

Send directly to Bct And Steve.

B - At Summit I was told that the option for advisors and/or faculty to have access to anyone on the database was available with Banner 5.6. In LRGP, I had Janet set the advisor flag on and leave the faculty flag off. This

will allow any person with advisor access to access the transcript or do an unofficial degree evaluation on any student on the system. By having the faculty flag off, it will allow faculty access to only those students who are enrolled in a course taught by that faculty for the term selected.

I recommend that we have these flags set on PROD and I recommend that we have the advisor flag turned on and leave the faculty flag turned off.

Every MAU agrees to this...JJ to do.

SIAINST – both checked can access any student

I just noticed this in one of the Banner Student digests. Is this something we want to support? At Summit, they said that SCT looks at the items with lots of responses more seriously than those that have a few responses.

If other colleges and universities would like to see Institutional Honors as one of the items on a web transcript, please add your support to RPE # 37242 which would include Institutional Honors to the list of items that can be displayed on a Banner Web Transcript. Our Registrar's Office is asking for this.

Transcript discussion: we want to visit the transcript format once again—initially we modified the unofficial transcript from the web...many complaints need to redo...academic history...Transcript requests through Banner—rather than Transcript Express.

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Sandy

Can we have a status check on the task request creating a new process ~~SSR2FLG~~ to clean up faculty/advisor access to student information via the web? JJ, Patrick is this happening already? The purpose of the task request was to turn off the access flag after faculty/advisors leave the university. (SIP2FLG is the correct name is in PREP and LRGP—works as requested—but the outcome that was expected is not happening...)

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Charese:

Can we discuss the attached task request at the next BST meeting (sent to BSIS on 4-16)? We'd like to get a QAdhoc version of the Section Status Query that exists in QMenu, to make it easier for users to get long lists of results into Excel: QMenu's results are displayed 150 lines at a time, making it necessary to copy and paste the data into Excel in segments, while QAdhoc has an option to extract all data directly into an Excel-friendly format.

In case anybody wonders why the users don't just want to use Banner's SSR2SEC distance ed option data file—which has data similar to, but not exactly the same as, the Section Status query data—instead of wanting to use QAdhoc:

1. SSR2SEC doesn't have a course status parameter.
2. Course status choices in QMenu's Section Status query are different from the course status codes shown in the data file: QMenu's are Open, Closed, Cancelled, Inactive.
3. Getting the SSR2SEC data into Excel requires SSH Secure Shell and an FTP program.

Make all fields on SSASECT available—catalog/schedule team needs to address this and get together to take a look at this. Reg's and Rural site staff will be a part of these discussions.

Alicia:

Workgroup members are at student services web site please look at it to see if any names, phone numbers or emails need to be changed

<http://www.alaska.edu/studentservices/banner/workgroups.xml>